

**Government of Pakistan  
Finance Division  
(External Finance Policy Wing)**

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No.F. 2(3)EFP/2007

Islamabad, the 4<sup>th</sup> October , 2019

**OFFICE MEMORANDUM**

Subject:- **CALL FOR NOMINATIONS FOR APPOINTMENT OF VICE-PRESIDENT ECO  
TRADE AND DEVELOPMENT BANK ISTANBUL**

The undersigned is directed to invite fresh nominations of suitable BS-20/21 officers for appointment as Vice-President of the ECO Trade and Development Bank, a Multilateral Development Bank (MDB), based in Istanbul Turkey. For further details, kindly visit Finance Division's website [www.finance.gov.pk](http://www.finance.gov.pk).

2. All the Ministries/Divisions of Government of Pakistan and Provincial Governments are requested to send nominations of suitable BS-20/21 officers to Finance Division [Room 515,Q-Block, Pak. Secretariat, Islamabad) along with the following documents latest by 25<sup>th</sup> October, 2019:

- i) Detailed curricula vitae of the nominated officers
- ii) Bio-data as per Annex-I
- iii) A certificate to the effect that no disciplinary proceedings are pending against the nominee (in respect of APUG officers such certificates shall be issued by the Establishment Division).

3. Incomplete nominations or those received after 25<sup>th</sup> October, 2019 will not be entertained.

  
**(Ghulam Yaseen Sanghro)**  
Section Officer (EFP-IV)  
Tel: 051-9208286  
Fax: 051-9205166  
Email: sanghroghulam.yaseen@gmail.com

1. Secretary, Cabinet Division, Islamabad.
2. Secretary, Commerce Division, Islamabad.
3. Secretary, Climate Change Division, Islamabad.
4. Secretary, Communication Division, Islamabad.
5. Secretary, Defence Division, Rawalpindi.
6. Secretary, Defence Production Division, Rawalpindi.
7. Secretary, Energy Division, Islamabad.
8. Secretary, Federal Education and Professional Training Division, Islamabad.
9. Secretary, Finance Division, Islamabad.
10. Secretary, Housing and Works Division, Islamabad.
11. Secretary, Human Rights Division, Islamabad.
12. Secretary, Industry and Production Division, Islamabad.
13. Secretary, Information Technology and Telecommunication Division, Islamabad.
14. Secretary, Inter Provincial Coordination Division, Islamabad.
15. Secretary, Interior Division, Islamabad.
16. Secretary, Kashmir Affairs & Gilgit Baltistan Division, Islamabad.
17. Secretary, Law & Justice Division, Islamabad.

18. Secretary, Maritime Affairs Division, Islamabad.
19. Secretary, Narcotics Division, Islamabad.
20. Secretary, National Food Security & Research Division, Islamabad.
21. Secretary, Overseas Pakistani & Human Resource Development Division, Islamabad.
22. Secretary, National Health Services, Regulation & Coordination Division, Islamabad.
23. Secretary, Parliamentary Affairs Division, Islamabad.
24. Secretary, Planning, Development & Reform Division, Islamabad.
25. Secretary, Postal Services Division, Islamabad.
26. Secretary, Privatization Division, Islamabad.
27. Secretary, Railways Division, Islamabad.
28. Secretary, Revenue Division, Islamabad.
29. Secretary, Religious Affairs & Interfaith Harmony Division, Islamabad.
30. Secretary, Science and Technology Division, Islamabad.
31. Secretary, States and Frontier Regions Division, Islamabad.
32. Secretary, Water Resources Division, Islamabad.
33. Secretary, Power Division, Islamabad.
34. Secretary, Poverty Alleviation & Social Security Division, Islamabad.
35. Chief Secretary, Government of Punjab, Lahore.
36. Chief Secretary, Government of Sindh, Karachi.
37. Chief Secretary, Government of Khyber Pakhtunkhwa, Peshawar.
38. Chief Secretary, Government of Balochistan, Quetta.
39. Chief Secretary, Government of Gilgit Baltistan, Gilgit.
40. Chief Secretary, Government of Azad Jammu & Kashmir, Muzafarabad.

Copy to:

- ✓ Web Master, Finance Division, Islamabad with the request to upload the letter alongwith enclosures on the website of Finance Division.

Bio-data of candidate for the post of vice President Eco Trade and Development Bank Istanbul Turkey

S#	Name	Province of Domicile	Age	Date of appointment in Govt. Service	Service Group / BPS	Qualifications			Foreign Qualification	In-Service Training	Postings / Appointments in BS-19/20	Previous Foreign Postings
						Bachelors	Masters	Doctorate				
1	2	3	4	5	6	7	8	9	10	11	12	13

*Ghulam Yaseen*  
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 Section Officer  
 Finance Division  
 Government of Pakistan  
 Islamabad



Subject: **GUIDELINES / PROCEDURE FOR APPOINTMENT OF VICE PRESIDENT ECO TRADE AND DEVELOPMENT BANK ISTANBUL TURKEY.**

The Advisor to the Prime Minister on Finance & Revenue has been pleased to approve the following guidelines / procedure for the subject appointment:

**1) Call for Nominations:**

Nominations will be solicited of Officers BS-20/21 or equivalent working in Federal Ministries/Divisions as well as Provincial Governments including AJK and Gilgit Baltistan, having education and work experience in Finance, Economics, Trade, Commerce, Project Management or any other related field. Only the nominations received through proper channel will be considered.

**2) Short-listing**

A Short-listing Committee constituted in the Finance Division will short-list candidates on the basis of their educational qualification and the relevance of their career profiles to the requirements of the position.

**3) Interviews**

Shortlisted Candidates will be interviewed by the Selection Committee constituted for the purpose in Finance Division.

**A panel of 3 candidates recommended by the Selection Committee will be conveyed to the ETDB with the approval of the Federal Cabinet.**

Job Description for the position of Vice-President and brief introduction of ECO Trade and Development Bank are attached.

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*Chulam Yaseen*  
**GHULAM YASEEN**  
Section Officer  
Finance Division  
Government of Pakistan  
Islamabad

**JOB DESCRIPTIONS OF VICE PRESIDENT ECO TRADE AND  
DEVELOPMENT BANK**

As per Articles of Agreement, VP will exercise such authority and perform such functions in the administration of the Bank, as may, from time to time, be determined by the Board of Directors. Major functions of the Bank are as under:

- Treasury
- Financial Analysis
- Risk Management
- Financial Reporting and Budget
- Financial Control
- Human resources
- Information Technology
- External Relations & BoGs – BoDs meetings
- Administrative Services
- Corporate and Project Financing
- Banking and Non-banking Financial Institutions
- Project Implementation and Monitoring

  
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Section Officer  
Finance Division  
Government of Pakistan  
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## Brief Introduction of ECO Trade and Development Bank


The Economic Cooperation Organization (ECO) Trade and Development Bank (ETDB) was established on August 3, 2005 as the regional financial institution of the ECO. The Bank started its operations in late 2008. The main objectives of the Bank are to provide financial and technical support to private and public sector for implementation of development project, expansion of intra-regional trade and accelerating economic development of ECO member countries.

2. It is structured as a Multilateral Development Bank (MDB) similar to World Bank, Asian Development Bank, etc. The authorized capital of the Bank stands at Special Drawing Rights (SDR) 1 billion (aprx. 1.5 billion USD) and paid-in capital is 300 million SDR (around 450 million USD), which has been equally paid-in capital contribution of SDR 15.00 million and Azerbaijan with SDR 9.75 million signed the Articles of Agreement on March 12, 2012 and on 28 September 2012 respectively.

3. The Bank's main portfolio of operations inter-alia include Trade Finance, Corporate Finance, Co-financing, Project Finance, Technical assistance, Equity Investment, Advisory services, Islamic Finance, Guarantees, Microfinance and SMEs finance.

4. The headquarters of the Bank is in Istanbul, Turkey with representative offices in Iran and Pakistan. The President together with the two Vice Presidents constitutes the Management Committee. The Vice Presidents assist the President in running the management of the bank.

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